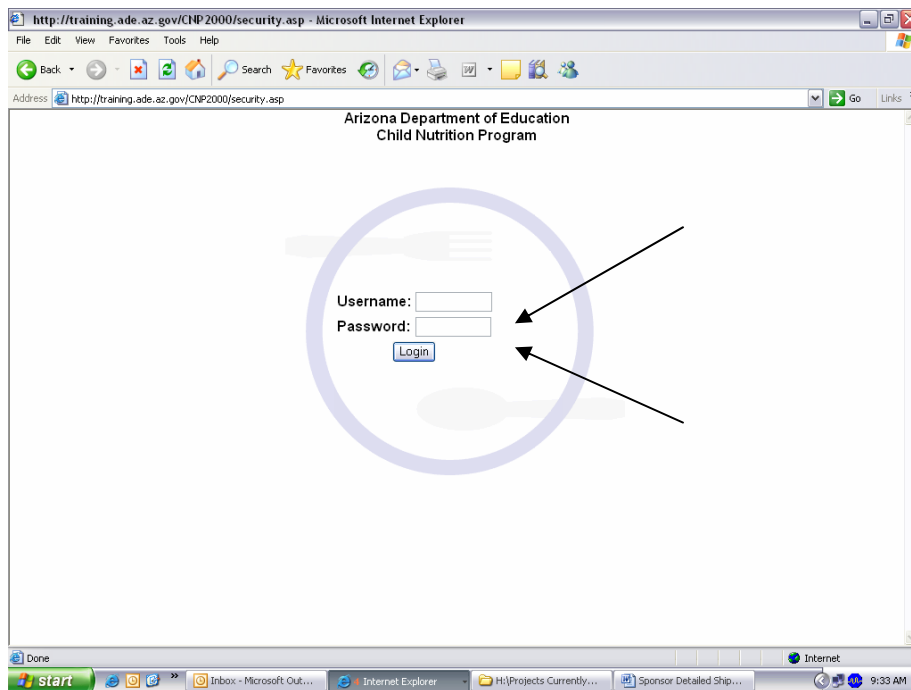
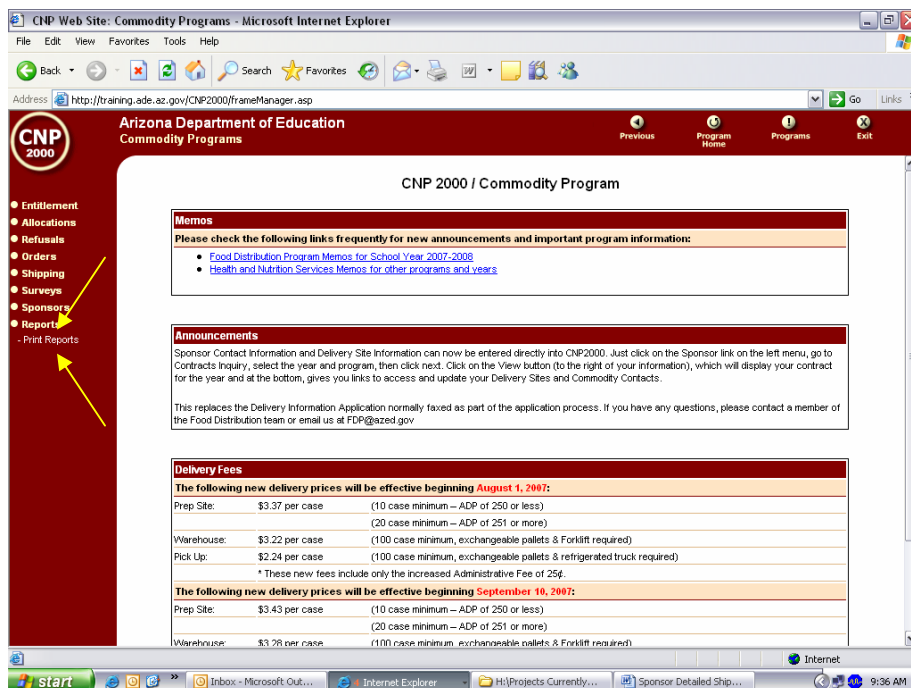


Sponsor Detailed Shipping Report

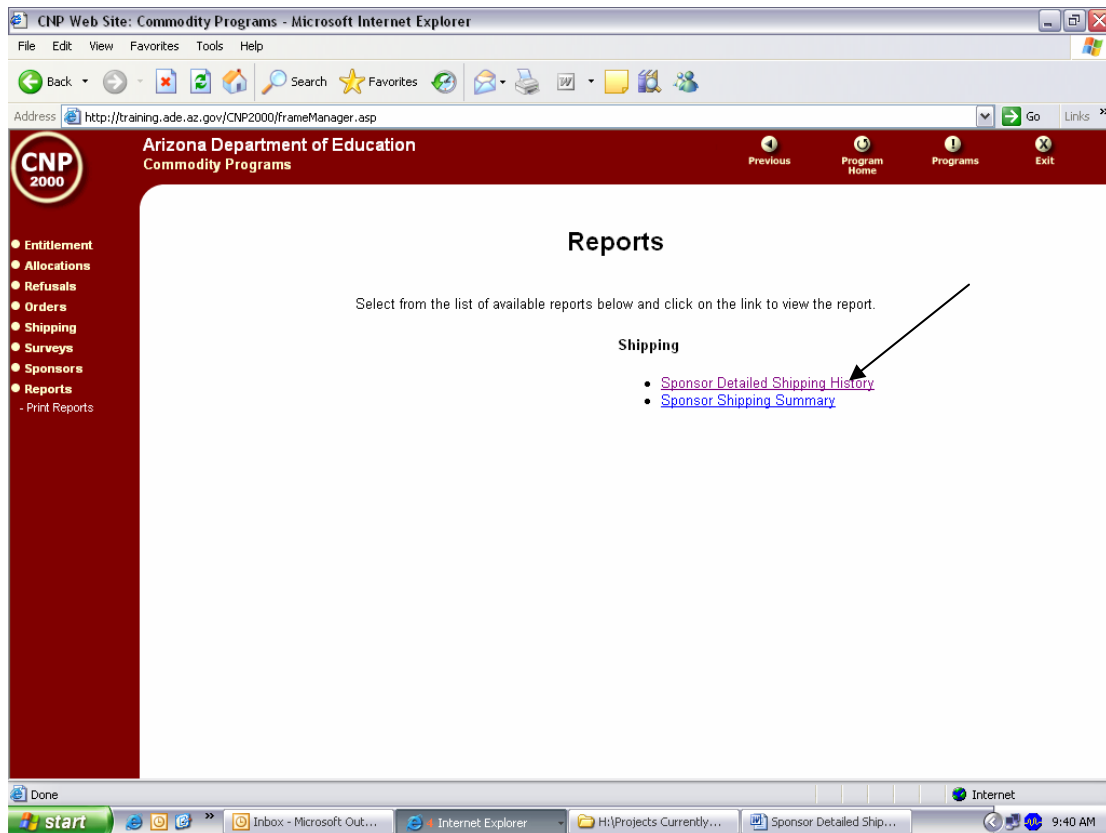
The Sponsor Detailed Shipping Report is a report to help you keep track of your commodities each month. This report also helps to complete the monthly verifications each month which are **REQUIRED** by each sponsor. To access your Sponsor Detailed Shipping Report you will log into CNP2000.



On the home page choose Reports, then print reports, from the menu options on the left hand side.



The next page will bring up the Print Reports page, click on Sponsor Detailed Shipping History.



The next page will display different information and options. It will display Sponsor Name, Program Year, Start Month, Through End Month, and Program. You are able to view month by month or the entire school year. **To View Month By Month:** choose the Program year, the Start Month, Through End Month, then Program. For example, if you wanted to view September 2006 NSLP commodities you would choose **Program Year:** 2007, **Start Month:** September 2006 **Through End Month:** September 2006 and **Program:** NSL then click Submit.

This screenshot shows the 'Sponsor Detailed Shipping History Report' form. The form has a red header with the 'CNP 2000' logo and navigation links: Previous, Program Home, Programs, and Exit. A left sidebar contains a menu with links to Entitlement, Allocations, Refusals, Orders, Shipping, Surveys, Sponsors, Reports, and Print Reports. The main content area is titled 'Sponsor Detailed Shipping History Report' and contains the instruction: 'Select the report criteria and click the "Submit" button.' Below the instruction is a form with the following fields: Sponsor (Training Customer 001), Program Year (2008), Start Month (August 2007), Through End Month (August 2007), and Program (NSL). There are arrows pointing to the 'Sponsor', 'Program Year', 'Start Month', 'Through End Month', and 'Program' fields. At the bottom of the form are two buttons: '< Back' and 'Submit'. An arrow points to the 'Submit' button.

Report Criteria			
Sponsor:	Training Customer 001		
Program Year:	2008		
Start Month:	August 2007	Through End Month:	August 2007
Program:	NSL		

< Back Submit

The next page will display all commodities you received for that month.

<div> <div> Department of Education ity Programs </div> <div> Previous Program Home Programs </div> </div>					
Sponsor Detailed Shipping from 9/1/2006 to 9/30/2006 Commodities Shipped to Recipient Agency Program: All Sponsor: Training Customer 001 CTDS: 010201000					
Commodity Code	Commodity Description	Shipped Date	Units	Commodity Value	Extended Value
September 2006					
A061	BEANS GREEN 10	9/25/2006	1	\$11.77	\$11.77
A100	CARROTS 10	9/25/2006	1	\$13.31	\$13.31
A568	EGGS WHOLE 5	9/25/2006	2	\$15.41	\$30.82
A608	BEEF 40	9/25/2006	1	\$56.04	\$56.04
A626	PATTIES ALL BEEF 40	9/25/2006	1	\$63.71	\$63.71
A693	HAM FZN WATER ADDED	9/25/2006	2	\$59.56	\$119.12
A129	CORN COB	9/25/2006	4	\$11.95	\$47.80
A433	PEARS SL	9/25/2006	1	\$22.15	\$22.15
A434	PEARS DICE	9/25/2006	1	\$18.13	\$18.13
A443	PINEAPPLE TIDBITS	9/25/2006	3	\$28.04	\$84.12
A470	FRUIT MIX 10	9/25/2006	1	\$18.31	\$18.31
A515	CHIX CUT UP	9/25/2006	1	\$23.98	\$23.98
A526	CHIX BRD 7 PC	9/25/2006	2	\$44.78	\$89.56
A563	CHIX FAJITA	9/25/2006	4	\$53.21	\$212.84
A110	CORN LGD 10	9/11/2006	1	\$12.04	\$12.04
A204	ROUNDS	9/11/2006	2	\$11.48	\$22.96
A Entitlement:			28		\$846.66
B031	CHEDDAR SHRED Y 6/5	9/11/2006	16	\$44.81	\$716.96
B505	RICE L 25	9/11/2006	1	\$4.18	\$4.18
B840	SPAGHETTI 20	9/11/2006	8	\$5.19	\$41.52
B685	SHORT LIQ	9/25/2006	18	\$19.97	\$359.46
B Entitlement:			43		\$1,122.12
KCS198	PTY SALISBURY STK	9/25/2006	10	\$15.92	\$159.20
KCS2140	Chix Fried Brd Bf Pa	9/25/2006	24	\$11.92	\$286.08
KCS332	FC OF BEEF PATTY	9/25/2006	14	\$28.70	\$401.80
LC85257CP	CHED CHS QUESADILLA	9/25/2006	2	\$15.23	\$30.46
SM6651	PB & GRAPE WHTSNDVH	9/25/2006	7	\$2.63	\$18.41
SM6659	PB & STRWBV JAM SNVH	9/25/2006	7	\$2.63	\$18.41
T3522	CHX FAJITA MEAT 3.0	9/25/2006	4	\$22.76	\$91.04
UCG00705	PEP/CHS BRDSTIK	9/25/2006	3	\$15.10	\$45.30
UCG1500	PLN APPLESAUCE	9/25/2006	6	\$0.73	\$4.38
UCG1510	CIN APPLESAUCE	9/25/2006	6	\$0.73	\$4.38
UCG1520	CHRY APPLES CUP	9/25/2006	6	\$7.24	\$43.44
UCG375MC	Cherry Pocket Turnov	9/25/2006	10	\$7.89	\$78.90
UCGGOVVMZCHD5	MOZZ/CHED SHRD	9/25/2006	4	\$45.46	\$181.84
UCG884	MAC & CHEESE	9/11/2006	9	\$33.82	\$304.38
Processed:			112		\$1,668.02
Total for September 2006:			183		\$3,636.80
Total for Sponsor:		Units:	183	Value:	\$3,636.80

You can print these reports as well. To print click the Print button.

Sponsor Detailed Shipping History Report

Select the report criteria and click the "Submit" button.

Report Criteria			
Sponsor:	Training Customer 001 ▼		
Program Year:	2007 ▼		
Start Month:	July 2006 ▼	Through End Month:	June 2007 ▼
Program:	All Programs ▼		

Sponsor Detailed Shipping from 7/1/2006 to 6/30/2007

Commodities Shipped to Recipient Agency Program: All

Sponsor: Training Customer 001 CTDS: 010201000

You will generally follow the same steps to view the entire school year as you did to view month by month except you will need to change the dates. The school year begins with July and ends with June. For example, to view school year 2007 NSLP information you would select **Program Year: 2007, Start Month: July 2006 Through End Month: June 2007** and **Program: NSL** then click Submit.

Monthly Verifications

The Sponsor Detailed Shipping Report is used for the monthly verifications. Sponsors will need to complete these EVERY month. You will follow the steps explained previously to access the reports. You will then need to fill out the memo accordingly. Each month we will send an email with a link to the memo (the memos can also be found on the Food Distribution Web Page under Food Distribution Memos-- <http://www.ade.az.gov/health-safety/cnp/fdp/memos> and click on the corresponding year). Please check the appropriate box as it relates to your situation. Then you will type your School Name, CTD # and the date. If you make a mistake you can use the Reset Form button to start over. Once you have completed the form, use the Print Form button to print out the form. Sign your name under Authorized signature and fax the memo Attn: Danielle Daugherty to 602-542-6978. Remember, if you have discrepancies and have checked either **All items WERE NOT received as listed (Include copies of invoices)** or **Additional items were received but NOT listed (Include copies of invoices)** please remember to include your Sponsor Detailed Shipping Report and **copies** of your U.S. Foodservice invoices when faxing back to us.

Print Form
Button

Reset Form
Button

Example of Monthly Verification:

Print Form

Reset Form



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

MEMORANDUM

TO: National School Lunch Administrators, Commodity Contact
FROM: Tina Herzog, Program Director
Arizona Department of Education, Food Distribution Program
DATE: August 29, 2007
SUBJECT: Monthly Verification - JULY 2007

Please log into CNP2000 and compare your Sponsor Detailed Shipping Report for JULY 2007 with your July Invoices, then complete and sign this memo. Fax OR E-mail it to me by **SEPTEMBER 7, 2007**. If there are differences in the report compared to your invoices, include copies of your U.S. Foodservice invoices and your Sponsor Detailed Shipping Report for that month with the difference noted, with this signed memo.

E-MAIL TO: FDP@azed.gov

OR

FAX TO: (602) 542-6978

Keep in mind that if any items are indicating a lesser amount of cases than you received, it could be due to a credit from a previous month. If there are any differences on the report compared to your invoices, please remember to include the following: 1) a copy of your correct invoice(s) with the differences marked and 2) a copy of your Sponsor Detailed Shipping Report. Your cooperation and suggestions will help make our distribution system operate more efficiently.

Check
Here As It
Pertains To
Your
Situation

Please check the
appropriate box
or boxes:

- ☐ Did Not Receive Commodities this Month
- ☐ All items WERE received as listed
- ☐ All items WERE NOT received as listed *(Include copies of invoices)*
- ☐ Additional items were received but NOT listed *(Include copies of invoices)*

(Authorized Signature)

(School/Agency)

(C-T-D Number)

(Date)

Your
Signature
Here

* If you are not able to fax or e-mail the information, you may mail the information to the address listed below.

This institution is an equal opportunity provider.

Arizona Department of Education - Food Distribution Program
1535 W Jefferson St, Bin 7
Phoenix, AZ 85007
FAX: (602) 542-6978